



## **Job Opportunity**

**June - 2019**

### **Human Resources Business Partner (HRBP)**

**Location: San Diego, CA  
(Scripps Carmel Mountain Area)**

#### **Purpose of role:**

**FLSA: Professional – Non-Exempt level**

The Human Resources Business Partner (HRBP) is a support position responsible for performing HR-related duties on a professional level (tactical and administrative) and works closely with the Head of HR. It provides on-going support to general Human Resource functions, while maintaining focus on key tactical and at times strategic HR project assignments. Protects both company and employee data security and maintains high level of confidentiality.

#### **DUTIES AND RESPONSIBILITIES**

- Recruit on multiple platforms (Biotix, LinkedIn, BioSpace, Monster, etc.).
- Responsible for updating and management of the hiring management/ applicant tracking system, including posting open positions, ensuring personnel requisition approvals, and requisition management.
- Work with HR and other managers on guiding and coordinating the interview and hiring process.
- Complete background checks and drug screening for pre-employment with an outside agency.
- Coordinate internal/external job candidates interviews by phone or in person.
- Assist HR with E-Verification for all new employees.
- Local point contact for HRIS, collaborates with IT and hiring managers to ensure new employees are fully equipped to perform work on their first day of employment.
- Administers maintenance and compliance of employee records, including the process for termination of employees.
- Manage employee handbook and SharePoint/ShareDrive intranet site for all employees.
- Act as Local Power User and Liaison for company's Learning Management System (LMS).
- Support Payroll function when needed (compliance).
- Assist HR with annual Affirmative Action Plan requirements.
- Maintain current employee job descriptions and update as required.
- Coordinate employee Welfare activities (Open Enrollment, Health Fair, Flu Shot clinics, etc.).
- Chairperson for Employee Activities Committee, events and annual programs.
- Assist Head of HR with data input related to key projects.
- Coordinate "Biotix's Recognition" Program each quarter.
- Assist with Performance Management System process/implementation and training as required.
- Performs other duties as required to meet project deadlines.

***Note: This role will require visiting our Distribution Site located in Otay Mesa, CA; Manufacturing Plant in Tijuana, Baja California in company vehicle and accompanied by other Biotix employees that visit such locations, when warranted.***

***Key Core Values for the role: Integrity, Teamwork, Collaboration.***

**JOB SPECIFICATIONS:**

- Bachelor's Degree in HR or Business discipline with two to three (2-3) years' experience in the HR field/Business, or similar combination of relevant education and experience.
- Experience with HRIS systems (ADP, PeopleSoft, or similar) including knowledge of CA State laws related to payroll.
- Excellent organization and communication skills, with the ability to switch gears in a fast-paced work environment.
- Must be able to manage and deal with highly confidential and sensitive information.
- Proficient with MSOffice Suite (Excel, Word, PowerPoint).
- Ability to interface with all levels of the organization.
- Ability to communicate clearly and concisely, in both written and verbal format.
- Must be bilingual (English and Spanish – written and verbal format).
- Enthusiastic and proactive mindset.
- Travel: 10%

***Come and be part of a growing and innovative organization who also loves to have fun!  
Interested parties please send Cover Letter and Resume, including salary requirements,  
requirements to:***

**[careers@biotix.com](mailto:careers@biotix.com)**

***Subject Line: HRBP***

***Biotix offers a competitive compensation package, including benefits and more!  
We are an equal opportunity employer, encourage diversity and innovation!  
No Calls – No Recruiters/Agencies please.***